

AUTOMATION UNIT



Internet / Intranet Web Sites

Internet - During Fiscal Year 2001/02, Fresno County Probation continued to publish the Probation Department Internet Web Site, located at <http://www.fresno.ca.gov/3430/index.html>. This Web Site contains both a “text only” and “graphics” version of the web page.

Both sites provide information regarding the Department Mission, its staff and services, as well as current and historical fiscal and personnel information. Each site provides Electronic Mail capability to viewers wishing to correspond with the Probation Department.

The graphic site also is used to electronically publish the monthly Probation Department Newsletter “INFOLINK” and provides links to recent department Press Releases and the Annual Report.

Intranet (Probnnet) - An Intranet Web Site, <http://probnnet>, is maintained for all Probation staff. This Intranet Site is used to share information department wide, while maintaining the information in only one location. Some of the information available on the “Probnnet” site includes:

- All Administrative and Division Policy and Procedures Manuals
- The Annual Report
- Minutes from the Executive Council meetings and the Management Team meetings
- A bulletin board with job opportunities
- Memorandum of Understandings
- Photos of new employees with their name, work site, etc. (posted for one month)
- Press Releases
- Monthly newsletters from the Employee Assistance Program
- Links to other Fresno County sites
- Etc.

Intranet (Pro-Manage) - An Intranet Web Site, <http://pro-manage>, is currently being implemented for use by the Probation Management staff only. This Intranet Site will be used to share appropriate information with management, some of which includes:

- Equipment status such as cell phone and pager inventory
- Cell phone bills for review by management
- Memorandum of Understandings
- Facility Floorplans
- Grant Reports
- Training Information
- Etc.

Automation in the Office of the Chief

To manage various functions under the Office of the Chief, numerous Access databases have been developed and implemented. While a more comprehensive system would be ideal, these Access databases do make the maintenance of these functions much more manageable. Listed below are some of the databases maintained and operated in the Office of the Chief.

A Pre-Employment database captures information on the individuals applying for employment with the Probation Department. The database records information concerning the applicant, the position for which they are applying and their status within the process. All correspondence with the applicant is generated from the database, i.e. notification of interviews, physical/psychological evaluations, letters of acceptance/rejection, etc.

A Post-Employment database to manage information on Probation employees. This database includes all personal information on the employee, carries a history of start/stop dates within a position, step increases, promotions, etc. In addition, this database captures any leave of absence information and on-the-job injury information for an employee. The database also tracks all positions within the Probation Department and whether that position is filled or vacant. Numerous reports can be generated from this database.

An Access database is used to manage the training within the Probation Department and to track the number of Standards and Training for Corrections (STC) hours per employee. This database is copied and renewed each fiscal year to record the information on a fiscal year basis. The first year of operation was fiscal year 99/2000. The database also carries scheduled training. All Probation staff from the Department's Intranet Site, "Probnnet", can access a read-only version of the database. The managers and staff can review the database to determine if they or their staff are scheduled for training, if that training has been confirmed, if they or their staff have completed the required hours of STC training or if they are still lacking in hours, etc. The current year's database also maintains a record of all training attended by an employee since the inception of the automated system.

Probation currently maintains four separate Access databases to handle the collection of fees and fines at four different locations. The databases carry the Probationer's name, date of birth, probation number, etc. plus any charges, receipts, and disbursements for that probationer. When making a payment, the probationer's receipt is generated from the database. Daily journals are generated for charges, receipts, and disbursements and balanced with funds received and disbursed. Additional reports are also generated from within the database. Probation is currently working with the Fresno County Information Technology Services Department to develop and implement a new Accounts Receivable database, which will replace the four existing separate databases. The new system will interface with the County's Revenue Reimbursement Department (RRD) to automatically transfer to RRD any outstanding charges. An interface with RRD is also being developed from the Juvenile Automation System (JAS) and the Adult Probation System (APS) to automatically transfer information on a Probationer to the RRD system when the individual is Court ordered to pay any fees or fines to be collected by RRD. In addition, RRD will also supply Probation with an electronic update of the Probationer's account status to be viewed within the Probation systems.

Automation in the Adult Division

The Adult Division of the Fresno County Probation Department is currently using a Client-Server application called Name Index which captures personal information on a probationer such as descriptors, employer, address, status with probation (active or inactive and formal probation), etc. In addition, Court actions are recorded in Name Index along with charge information and warrant information. Probation is currently working with Fresno County Information Technology Services Department to move the Adult system to the same web-based application being used for the Juvenile Division. The new Adult Probation System (APS) is scheduled to come on-line in the next several months. While not containing all of the functionality in the Juvenile system, it is hoped that we will continue to enhance APS to house all of the program information replacing numerous Access databases. Placing all of the information into one system will greatly benefit the Adult Division by making it possible for all staff to view the defendant's entire Probation history.

Probation has been utilizing numerous Microsoft Access applications to track programs such as: 1) Adult Offender Work Program, 2) Work Furlough, 3) Domestic Violence, 4) Pre-Trial Drug Court, 5) Post Conviction Drug Court, 6) Proposition 36, 7) recording statistical information, etc. The down side of these applications is that the information is not available in one database and, therefore, not available Division-wide. A new system for recording Adult Offender Work Program information was recently implemented. This system will be incorporated with the new Adult Probation System (APS) once it comes on-line. Please see section on "Automation at Adult Offender Work Program" for a full explanation of this new system.

In order for the Adult Probation Officers to make more informed decisions regarding probation recommendations and to be better prepared to deal with formal probationers, they have access to some very useful automation systems. All officers in our Superior Court Investigation Unit have been trained in the use of the Parole LEADS system and numerous officers have been trained and are using the Cal-Gang system. These are in addition to other automated systems our officers are using such as the Sheriff's Record Management System, the Court's automation systems, the District Attorney's "STAR" system, etc.

Probation also shares its data with outside law enforcement agencies via an Intranet site called "sharennet." The information from both the Juvenile Automation System and the Adult system are available from this site.

Automation at AOWP

After many years of wanting a better/faster way to schedule all of the offenders referred to the Adult Offender Work Program (AOWP), it has finally arrived. May 30, 2002, was the implementation/training day for the new automated AOWP work site scheduling program. All Probation Officers and Office Support staff reserved the day for on-the-job training of the new system. Some 700 active cases were entered that day.

Until May 30th, a separate calendar book was maintained for each of the 50 different work sites. The Probation Officer, meeting with an offender referred to AOWP, was required to find available space in one of these 50 books in order to schedule the offender for their workdays. The officer would then prepare a handwritten schedule for the offender and list all of the days to be worked on that schedule. Some offenders are referred for as many as 90 days of work program. After the offender left the office, the officer would then be required to hand-write that offender's name on all of the days he/she was scheduled to work at that site.

Since May 30th, all offenders meeting with an AOWP Probation Officer are scheduled on-line for their workdays. The officer determines the work site best suited to the offender (location, days and times). The officer enters a small amount of information on the offender and selects the work site for this individual. The workdays for this individual are then selected by simply clicking the days on a calendar and clicking a "Schedule Days" button. The work schedule listing all of the selected workdays is then printed for the offender and officer to sign. Other forms to be given to the offender are also generated from the system, eliminating the officer from having to rewrite much of the same information.

The new system works with two calendars, one calendar in which a work site is maintained by indicating on each day the number of available slots at that site. This calendar is setup by the Office Support staff in a view called "Program Maintenance." As the Probation Officers schedule the offender's workdays within a separate view called "Programs," the Maintenance Calendar will show days with available slots as green and days where all slots are filled as red. By clicking on a particular date, you can also see the capacity for that date and the number scheduled for that date.

Program Calendar Maintenance

Program: AOWP 8TH FL CRTHSE | June | 2002

June						2002
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/16/2002 | 6/18/2002

Date	Day's Capacity	Number Scheduled	Save	Help
06/18/2002	2	1		

Legend: ■ Scheduled ■ Full ■ Canceled

The second calendar is the offender's calendar. When in the "Programs" view, the Probation Officer sees both calendars when scheduling an offender for AOWP. After selecting a work site for the individual, the work site calendar will display all of the available days at that site with the days indicated in green. Any days unavailable are indicated in red. The officer may then select all of the days for the offender to work on the offender's calendar selecting the days indicated in green on the site calendar. Should officer accidentally one of the days indicated in red, they receive a message indicating the full and are not allowed to schedule anyone else on that date. Should another offender cancel for that date, the date for which offender cancelled then turns green again indicating it is now available.

Record 1 of 1

Program Add/Update

Program: Num Work Days: Complete By:

Court Case Number: Court Name: Completion: Date Type:

Charge: Notes:

Available Dates **Adult Schedule**

June 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/16/2002

June 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/16/2002

Save Previous Next Add New Delete

Schedule Date: 10 Days
Schedule Make up
Non Schedule
Canceled

by
work
the
select
receive
day is
to
that
date
another
the
turns
the date

The AOWP staff seems to be very pleased with the new system. AOWP handles a very large number of referrals and deals constantly with changing of schedules, makeup for scheduled days missed, etc. It is hoped this new system will make their job much easier and more efficient.

Automation in the Juvenile Division

The Juvenile Automation System known as "JAS" has been operational since August 14, 1999. This Intranet, client/server, based system houses all information on minors for the Juvenile Prevention Services Unit, the Juvenile Probation Division, the Juvenile Hall Division, and the Elkhorn Correctional Facility Division.

Access to the appropriate information per individual is based on what are called "Views." From within JAS, the Systems and Procedures Analyst for Probation has the ability to assign permission to the information (Views), which should be accessed by members of the Probation Department as well as outside agencies. The Chief Probation Officer has determined the information that should be included in the various views for the outside agencies. In addition, he has provided direction on who in the outside agencies should have access to this information. Some of the outside agencies having a specific "View" to access the appropriate information in JAS are the Auditor-Controller/Treasurer-Tax Collector's Revenue Reimbursement Division, the Public Defender, the Court, the Clinic and Mental Health staff within the institutions, the District Attorney's Office, the Sheriff's Department, and the Clovis Police Department.

The Fresno Police Department also has access to this information from an Intranet site called "Sharenet." "Sharenet" allows access to information from the Juvenile Probation and Adult Probation systems.

Some of the information included in JAS is name, aliases, on-line photographs, date of birth, address and phone information for the juvenile and any known relatives, custody status, status indicators (warrant, formal probation, electronic monitoring, etc.), gang affiliation, assigned probation officer, school attending, and more. In addition, all case actions (bookings, citations, court appearances, etc.) are chronicled in descending sequence. Scars, marks and tattoos are captured and displayed both visually and descriptively on-line. A fingerprint is captured digitally at time of booking and used to verify identity when the juvenile is released or rebooked. Medical information about the juvenile is being captured on-line at time of booking and any property removed from the juvenile is recorded and the juvenile's electronic signature is being captured, verifying articles removed from the minor.

All program information including, Electronic Monitoring (EM), Supervised Home Detention (SHD), Community Service Work Program (CSWP) and Graffiti Abatement Program (GAP) information (days scheduled, days attended and grade), special classes (Aggressive Offender, etc.) is now being tracked in JAS. Officers wishing to know how their probationer is doing, with regard to their CSWP or GAP contract, can view this information in JAS rather than phoning for a progress report.

Booking, in-custody tracking, and release functions are all handled in JAS by the institutions. The units/barracks have the ability to record the minor's assigned bed within the unit/barrack, make chrononotations on minors, track visiting and phone calls, record points earned and lost, etc. A function is built into the Booking portion of JAS to help ensure that all juveniles have completed their initial phone call and to help track who is still in the Booking area and not yet moved to a unit.

The photos captured on the Fresno Police Department's E-Mug System in booking are placed into JAS. A "Population Management" component is part of JAS and allows tracking of all information needed to manage the population in Juvenile Hall and to also provide statistics required for the Board of Corrections. Some of the information captured in this component includes tracking of the most serious charge and the charge level for which the minor is currently in custody. Tracking of the minor's pre-disposition and post-disposition status, pending release to the California Youth Authority, an out-of-home placement, a boot camp commitment, a Juvenile Hall commitment, scheduled release date, etc. is also tracked in this section.

The statistical reporting from JAS continues to be enhanced. Basically all of the statistical information required by Probation and the Board of Corrections is available real time within JAS. This includes the current information for the institutions, numbers booked/released to date during a specific month and year, minors currently in custody by sex, race, age, etc. Some of the Probation information includes current caseloads by probation type, felony/misdemeanor, disposition on citations and bookings, petitions filed, etc.

The majority of the case documents are now being imaged and associated with the minor's record in JAS. Some entire files have been scanned and are available for staff to view from their PC rather than having to attempt to locate the hardcopy file. In some cases, minors with new citations, a hardcopy file is no longer created unless the citation goes to Court. Once the citation is closed out, all paperwork associated with that citation is imaged and the hardcopies are destroyed. Most recently, placing Word documents directly into the system has enhanced the imaging portion of JAS and has eliminated the need to scan these documents. The officer's electronic signatures are placed on the documents prior to indexing in the system.

The entire Probation Department utilizes a fax server allowing staff to send and receive faxes from their PC's. This fax server allows faxing of the above-mentioned images from within JAS or from any other PC application allowing printing. Incoming faxes go directly into the individual's Outlook Mailbox and arrive as any other e-mail with the fax attached. This service is being used for all incoming faxes on electronic monitoring cases. The hundreds of pieces of paper that were previously faxed to a fax machine, thus being printed out, are now received via e-mail. These faxes/e-mails are then forwarded to the supervising Probation Officers for review. The Probation Officer then only prints violations of electronic monitoring conditions if needed.

This past year, a new component was added to JAS to allow the tracking of Juvenile Court Reports. This component, tracks the minor's hearing date, the type of hearing requiring a report, the type of report, the officer assigned to complete the report, the dates associated with a draft being completed, the final being completed, the report being sent to the Court, etc.

Juvenile Probation is now e-filing all Court Reports. As mentioned earlier, the Deputy Probation Officers, as well as the Probation Services Manager, is attaching his/her electronic signature to the report. The reports are then e-mailed or printed to the appropriate locations (the Court, District Attorney, and defense attorney).

A presentation of the Juvenile Automation System (JAS) was made at the May 2002, 3rd Annual Innovative Technologies for Community Corrections conference in San Diego, California. Fresno County Probation has also been invited to present a workshop on JAS at the American Probation and Parole Association Conference on January 7, 2003, in Salt Lake City, Utah.

Live Scan

In March, 1998, the Fresno County Juvenile Hall began utilizing new, state-of-the-art, electronic fingerprint equipment known as "Live Scan." This equipment is used to take the fingerprints of juvenile offenders who are arrested and booked by local law enforcement agencies. The equipment was provided to the Probation Department by the State Attorney General's Office as part of a Juvenile Justice Reporting Pilot Project at a cost of approximately \$50,000. Fresno County was one of only seven agencies in the State selected to participate in the Pilot Project.

The goal of the "Live Scan" Project is to increase the reporting of juvenile arrests to the California Department of Justice (DOJ). Improved reporting of juvenile arrests enhances the benefits of the statewide Cal-ID fingerprint identification network and the Automated Criminal History System for local law enforcement. This reporting coincides with the mandates of Proposition 21.

When a juvenile is booked into the Juvenile Hall by a law enforcement agency, his/her photo and fingerprints are captured. The minor's arrest information is entered into the "E-Mug" system and the minor's photo is then captured via the "E-Mug" system. Once the photo is captured, in addition to sending the minor's photo to our local Police Department and Cal-Photo, staff also click a button within the "E-Mug" system (Send to Identix) and the minor's arrest information is automatically sent to the "Live Scan" system. This eliminates having to rekey the same information into the "Live Scan" system. The minor's prints are then captured on the "Live Scan" device by the Intake/Booking staff. Along with sending the arrest information to "Live Scan" when clicking this "Send to Identix" button within the "E-Mug" system, a copy of that photo is also placed in a directory to be captured and placed within our own Juvenile Automation System (JAS).